

**POSITION:** DOMESTIC VIOLENCE ADVOCATE-NIGHTS (Variable Time)  
**LEVEL:** \$11.00hr  
**DEPARTMENT:** POLICE

**FUNCTION:** Provides assistance to Police personnel and victims of domestic violence.

**SUPERVISION RECEIVED:** Advocates will be supervised by the New Bedford Police Domestic Violence Resource Coordinator.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

**QUALIFICATIONS:** Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and motor vehicle. Operates a motor vehicle on a regular basis. Mandatory CORI background check and subject to pre-employment testing. Must satisfactorily complete thirty-six hours of Domestic Violence Training. Bilingual preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.